

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Equipment Management Specialist

Class Code: 11625

A. Purpose:

Administers an equipment management program by coordinating and approving the statewide acquisition, maintenance, and disposal of construction equipment and road vehicles for a department to ensure efficient use of available funds, consistent acquisition and management of appropriate equipment, and effective record keeping.

B. Distinguishing Feature:

Equipment Management Specialists approve requests for purchase and disposal of construction equipment and road vehicles for a department, allocate budgeted funds and authorize payments, set parameters for specifications and approve final specifications, complete bid-letting procedures and accept bids for the department, and manage a computerized equipment monitoring system.

Region Maintenance Coordinators coordinate and oversee a variety of purchasing, maintenance, and repair activities for a region.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Develops and monitors a depreciable equipment budget to allocate and track assigned funds.
 - a. Receives requests for equipment purchases.
 - b. Evaluates requests and selects equipment to be bought.
 - i. Reviews maintenance records and expenses of equipment being replaced.
 - ii. Contacts requesters with recommendations for disposal and approves justifications for retention.
 - iii. Contacts suppliers for estimates and circulates to requesters.
 - iv. Coordinates equipment demonstrations to assist purchasers in selecting appropriate equipment.
 - c. Allocates funds based on previous budgets, purchasers' requests, and estimated costs.
2. Implements the state's purchasing procedures to acquire equipment.
 - a. Develops preliminary specifications, coordinates meetings with purchasers to complete specifications, and finalizes and approves.
 - b. Sets and monitors acquisition deadlines which coincide with state bid-letting deadlines.
 - c. Ensures requisitions are complete, correct, and submitted on time.
 - d. Attends bid-letting meetings and accepts bids for the department.
 - i. Evaluates bids for compliance with specifications.
 - ii. Writes justifications for rejection of lowest bids.
 - e. Reviews purchase orders to ensure specifications and costs are correct, and that the appropriate vendor is listed.
 - f. Monitors delivery deadlines and determines if penalties should be assessed.
 - g. Ensures equipment meets requirements and receiving vouchers are submitted for payment.

3. Manages a computerized equipment monitoring system to record equipment information.
 - a. Assigns equipment numbers, and processes papers for vehicles.
 - b. Adds and updates equipment data to computer system.
 - c. Ensures that costs charged to equipment are appropriate and that the equipment system balances with the finance office's accounting system.
 - d. Submits regular use and cost reports to equipment owners.
 - e. Provides direction and training to users of computer system.
4. Provides expertise in equipment evaluation, and coordinates repair and restructuring of equipment.
 - a. Sets and monitors rental rates for department-owned equipment.
 - i. Accumulates mileage, use, repair costs, and number of units to calculate rates.
 - ii. Reevaluates and adjusts rental rates as needed.
 - b. Coordinates repair and/or restructuring of equipment between department and repairing agencies.
 - i. Determines extent of repairs.
 - ii. Decides if required work is practical.
 - iii. Monitors work being done for compliance with contracts.
5. Coordinates annual sales to ensure appropriate disposal of vehicles and equipment.
 - a. Appraises surplus equipment.
 - b. Coordinates trades between equipment owners.
 - c. Compiles a list of surplus equipment and subsequent condition reports.
 - d. Completes paper work to remove equipment from department ownership.
6. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Transportation Specialist II. Does not supervise.

E. Challenges:

Challenged to meet a department's equipment requirements most efficiently within an established amount of money. This is difficult because the incumbent must evaluate numerous requests and determine the priority and allot funds objectively and effectively. Another challenge is developing equipment specifications that meet the needs of the department without going beyond allowable options or eliminating competitive bidding.

Problems encountered by the incumbent include evaluating bids for compliance with specifications; equipment delivered by vendors that doesn't meet specifications or function properly; and maintaining correct balances and information in the computer system.

F. Decision-making Authority:

Decisions include the allocation of funds to purchasers, extent of options on equipment specifications, final approval of specifications, bid selection, assessment of penalties for late or wrong delivery, payment to vendors, classification of new equipment, approval of equipment repairs over \$1000, whether equipment should be rebuilt or replaced, whether fleet size can be increased, and changes to the equipment management system.

Decisions referred to higher authority include the amount of the equipment management budget, and final approval of bids.

G. Contact with Others:

Daily contact with vendors to obtain information used in the development of equipment specifications, financial personnel to facilitate voucher-processing; weekly contact with equipment managers to provide training and assistance in use of the equipment management system; and monthly contact with managers to exchange information on equipment management and purchases.

H. Working Conditions:

Typical office setting.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- a wide variety of construction equipment and wheeled vehicles, their capabilities, value, and longevity;
- department policies and procedures as they related to equipment purchases;
- budgetary and purchasing procedures;
- basic equipment appraisal techniques;
- basic techniques and resources of equipment maintenance;
- basic principles and terminology of computer operation.

Ability to:

- research, evaluate, and prioritize requests for equipment purchases;
- establish and enforce deadlines for requests to be submitted;
- interpret and understand equipment needs and write specifications;
- evaluate and appraise equipment;
- coordinate meetings and sales;
- manage a computer system and provide technical assistance to users;
- generate reports.